



December 5, 2000

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 00-13

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: RICHARD C. TRIGG /s/  
National Director  
Job Corps

SUBJECT: Job Accommodation Network (JAN)

1. Purpose. To clarify the services JAN can provide to Job Corps center staff.
2. Background. Information Notice 99-16 described the services of two disability resources, Centers for Independent Living and JAN. As a result of this notice and information provided at the disability workshops, many centers have started contacting JAN for help to resolve accommodation issues.

JAN is a free consulting service that provides individualized accommodation ideas specifically for people with disabilities in the job setting. JAN is a service of the President's Committee on Employment of People with Disabilities, in cooperation with the Department of Labor. JAN can address accessibility issues, suggest accommodation options, offer solutions to accommodation issues, and provide resource information. While JAN primarily serves employers and deals with issues on accommodation in employment situations, they have made their services available to Job Corps center staff.

JAN can be reached on the Internet at <http://www.jan.wvu.edu> and by telephone (Voice/TDD) at 1-800-526-7234.

In an effort to provide centers with accurate information in a timely manner, JAN consultants have requested that the National Office provide centers with specific information on the services JAN **can** and **cannot** provide and the information center staff should have on hand before calling.

## **How Can JAN Help?**

**JAN can** provide center staff:

- Accommodation ideas for a particular student
- Product information
- Information about the American's with Disabilities Act (ADA) and the Rehabilitation Act
- Referrals to other resources
- Support (someone with whom center staff can brainstorm)

**JAN cannot:**

- Diagnose a disability
- Determine if an applicant is appropriate for Job Corps
- Determine if an accommodation request is reasonable
- Review student records

With the information provided by JAN, **center staff** will be better prepared to determine if:

- An accommodation is reasonable
- The accommodation would cause undue hardship or be a direct threat
- The applicant/student is qualified for the program
- There are other programs more appropriate for the applicant/student

Prior to calling JAN, the appropriate center staff person should review all accommodation information available for the student.

## What Information Should You Know?

- Applicant's/student's abilities and limitations
- Applicant's/student's accommodation wants/needs--Is the student being included in defining his/her accommodation needs and solutions
- Nature of condition--progressive or stable
- Requirements of the trade(s) applicant/student has selected
- Educational/psychological evaluation information, including Individual Education Plan (IEP)
- Qualifications for other trades that better match the student's abilities if it is determined that the applicant/student will not be able to participate in the selected trade

JAN consultants want to help the Job Corps program become more inclusive of people with disabilities and are working very hard with the National Office to ensure that JAN and Job Corps are working together hand-in-hand.

3. Action. Center Directors should distribute this information to their Center Director's designee (CDD) for disability issues. CDDs should contact JAN, when accommodation ideas for a particular student are needed, to obtain ADA/Rehabilitation Act information and for product information.

4. Expiration Date. Until superceded.

5. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116. Agencies should direct inquiries to DA/FS James Everage at (303) 275-5460, DI/NPS William Jones at (202) 565-1085, DI/WRB Robert Sims at (303) 445-2633, or DI/FWS William Carreras at (703) 358-2557.